

Durham Civic Center Authority Meeting Minutes

Tuesday, April 18, 2006

Members present: Angela M. Elkins, Joshua Parker, Ed Stewart, George Stanziale, and Robert VanDewoestine

Durham City and County representatives: Elizabeth Stoeber, Carolyn Titus, and Sharon DeShazo

Members (excused) absent: Mohammad Rashdi, and Rod Abraham

Management Company present: Ken Lile, Yvonne Patton, and Dave Messinger

Others present: Reyn Bowman

Financial

- Dave messenger presented an updated 2005-06 budget forecast that showed expenses declining by \$156,076 since last month's forecast and revenue increasing by \$4,351. This narrowed the deficit forecast in March from \$1,224,980 (\$201,765 higher than budget) to \$1,094,552 (\$41,337 higher than budget). The question of whether the management company or owners are responsible for the covering the deficit will be resolved by Carolyn Titus and Elizabeth Stoeber working with Shaner. The Owners and the management company are working to finalize the 2006/07 budget by the end of April 2006.
- The Civic Center fee structure and how it is currently discounted will be presented at the May board meeting by Yvonne Patton working with Rob VanDewoestine. This work will provide the background information for the Authority Board to formalize future fee structure changes and discounts.

Organizational

- Effective June 1st, Robert VanDewoestine was elected the new chairman for the Authority Board and George Stanziale the vice-chairman by a unanimous vote of 5 - 0 of Authority members present.

Renovation (CIP Projects)

- A meeting set for the first of May is the first of a series to discuss the budget/timeline and scope of projects for the Civic Center, review existing plans and other pertinent documents (FICAS, feasibility studies, and other reports). The designer and City stakeholders will participate in a general discussion of project procedures and direction. Included in this meeting will be the designer (HEERY International), EDI, Carey Gurltz, project manager, Ms. Stoeber, Ms. Titus, and Ms. DeShazo. A subsequent meeting will follow in mid May to include management company representatives. The designer and the City of Durham project manager will interview internal stakeholders to discuss:
 - a. Stake holder's prioritized list of projects for the Civic Center and goals
 - b. Scheduling and phasing of the work to minimize impact to the Civic Center operations
 - c. Criteria that should be used to prioritize the list of projects.

The Designer will prepare a master list of all needs for the Civic Center based on stake holder's requests, City documentation, and work identified by the Designer's assessment and observations during their site visit. This will include statutory and code compliance work that must be addressed as a result of the deferred maintenance work.

Other Items

- Ken Lile is meeting with Ed Venable to plan for efficient loading dock operations as Chapel Hill Street is changed to two way traffic.
- A lease for the gift shop was proposed to Shaner through Ken Lile. A decision is expected on or before April 22nd.